

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Tuesday 21 August 2018

1. Administration

1.1 Present Janet Graham (Chairperson), Alan Forgie, Mark Clunie, Siakini Taulangau, Brian Dunckley, Paul Bolton, Michelle Harrison.

In Attendance Jenny Couchman (Minute Secretary), Nigel Harrison (parent).

1.2 Apologies There were no apologies.

1.3 Confirmation of Minutes

That the minutes of the July meeting be accepted as a true and correct record.
Graham / Clunie

1.4 Matters Arising

1.4.1 Michelle Harrison and Brian Dunckley left the in-committee meeting at 7.50pm. The general meeting minutes need to reflect this.

2. Discussions

2.1 Visitor to the meeting

2.1.1 Janet welcomed Nigel Harrison to the meeting, and asked him to address the board. Nigel summarised their recent letter regarding teacher conduct, consistency of consequences, response to his letter and staff awareness around issues involving students. He would like further clarification about what is being done to address these issues. Brian and Paul asked questions for clarity.

Nigel Harrison left the meeting at 6.20pm.

Paul summarised the discussion and noted that consistency is very difficult to maintain due to elements of potential mitigating circumstances. Janet would like us to ensure that our processes are robust to ensure students' wellbeing.

2.2 Principal's Report

2.2.1 Staffing was discussed; including the vacant teacher and teacher aide positions.

2.2.2 Alan attended a Tomorrow's Schools Review meeting in Kaikohe. This was run by the Ministry of Education; unfortunately, he was the only school principal there.

2.2.3 Thyrl Weber and Alan have met with the staff from Arcline and the work in the mathematics department will get underway soon.

That the Principal's Report be accepted.
Forgie / Graham

2.3 Financial Report

2.3.1 The July receipts and payments were a true and correct record.

2.3.2 Minutes of the August Finance meeting were circulated.

2.3.3 The gymnasium work has been completed.

2.3.4 That we approve PKF Francis Aickin as our auditors for the next two years to 2020, and accept their fee structure for this period of auditing.

Graham / Clunie

That the Financial Report is accepted.
Graham / Bolton

3. Monitoring

3.1 Data Analysis

3.1.1 Tom Davison prepared monthly data analysis which was presented to the board. The data was discussed, and the board are pleased with how students are tracking. Mark asked if Tom could provide a short analysis of the data with each printout; including retrospectively for August.

4. Decisions

4.1 Policies

4.1.1 Principal's Appraisal Policy

Discussion about this policy was deferred to the September meeting.

4.1.2 Appointments Policy

Point 9 needs the word "appointments" changed to "applicants" and the words "and courtesy" added to the end of the sentence.

Janet requested a list of all Management Unit holders. Alan is not keen to share this due to concerns about staff pay and potential privacy breaches.

4.1.3 Staff Appraisal Policy

The title needs to change to Teaching Staff Appraisal Policy. Point 3 needs the word "staff" changed to "teaching staff", and the sentence "by a mutually agreed appraiser" added.

There was also feedback received via the website; this was discussed.

Brian will investigate options for a Support Staff Appraisal Policy to present to the September meeting.

That the Appointments Policy be accepted subject to the suggested changes being made, and that the re-named Teaching Staff Appraisal Policy be accepted subject to the suggested changes being made.

Graham / Harrison

5. Correspondence

- 5.1 Copies of the correspondence were distributed to board members with their packs. There were three additions to the correspondence; Sarah Morgan's request for a Study Award, a letter offering a fixed term position to a teacher, and a letter accepting said fixed term position.

That the Board approve Sarah Morgan's Study Award application.

Dunckley / Graham

That the inwards correspondence be accepted and the outwards correspondence be approved.

Graham / Harrison

6. General Business

6.1 Wellness Survey

Paul has drafted and circulated the Wellness Survey intro which has been approved subject to a suggested addition indicating that the survey is administered by NZCER.

6.2 PB4L

Alan will give some feedback on PB4L at the September meeting.

6.3 Public attending Board meetings

Michelle has undertaken some research and the STA advice is very similar to our procedure. Paul said it is important that board members are familiar with the policy before a meeting at which a speaker is expected; speakers should also be given the guidelines prior to their attendance at a meeting.

6.4 Board of Trustees Student Representative Election

There was discussion regarding the upcoming student representative elections. It was suggested that nominees are given an outline of the role and its responsibilities and expectations.

That Elisabeth Crawford be approved as the Returning Officer for the up-coming Student Representative election.

Forgie / Harrison

6.5 Board of Trustees Vacancy

Alan will make contact with parent Amber Latimer to confirm her attendance at the September meeting.

That the board approve the process for selecting a new board member.
Forgie / Clunie

6.6 Head of Department Reporting Template

Alan will check with Tom to ensure that a template has been distributed to the Heads of Department and Teachers in Charge of subjects. A roster will be established for 2019.

6.7 Health and Safety

Brian is concerned about health and safety and would like to see an election held to form a health and safety committee; Alan will discuss this with Tom to ensure that this happens before the next board meeting. Brian would like the board to ensure that the health and safety policy is being followed.

Brian asked about the board receiving feedback about the recent Lockdown practice, despite Janet saying that this does not generally occur. Alan said that the point of the practice was to find flaws and resolve the issues; this is in the process now. Staff were asked for feedback, and this will be shared with the board.

7. In-Committee

That the Board move in-committee.
Graham / Harrison

That the Board move out of committee.
Graham / Bolton

The Chairperson reported that items relating to staffing and student welfare were discussed.

8. Meeting Closure

8.1 Agenda Items Identified

8.1.1 Further response to Nigel and Michelle Harrison's letter.

8.1.2 Principal's Appraisal.

8.1.3 Lockdown practice feedback.

8.1.4 PB4L.

8.2 Next meeting

The date of the next meeting is 18 September 2018.

The meeting closed at 8.40pm.

Signed: _____

Dated: _____